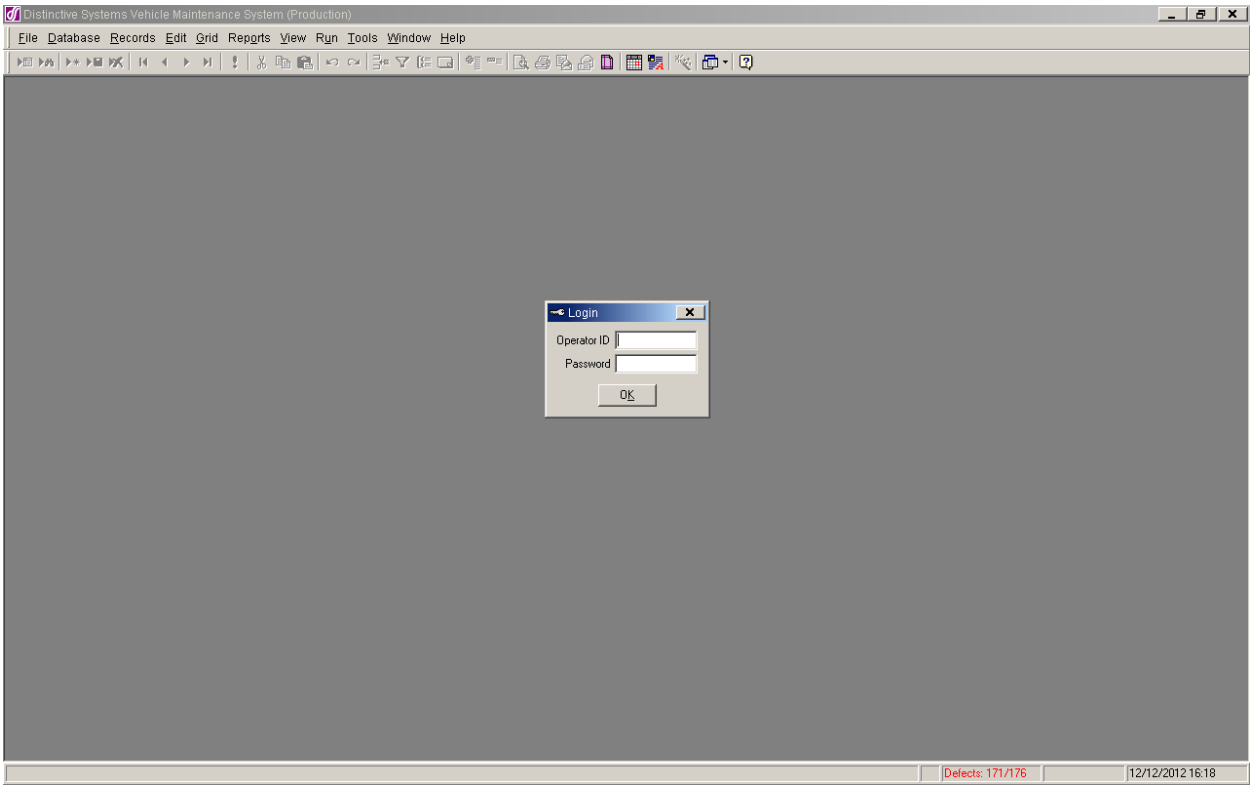
VEHICLE MAINTENANCE SYSTEM

USER MANUAL

Version 1.0

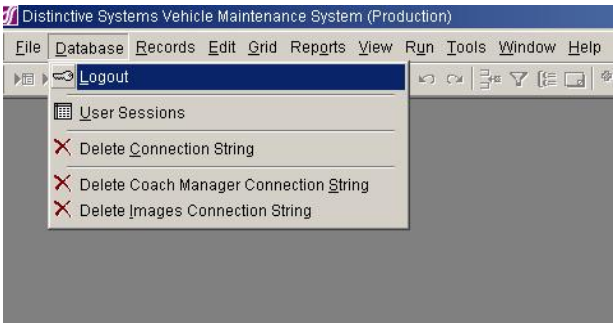
1/1/13

LOGIN



- **Type your unique Operator ID and Password**
- **Click OK**

NOTE: The screen should appear as pictured above every time you login. You may need to logout the previous user by clicking on *Database* then *Logout:*


Distinctive Systems Vehicle Maintenance System (Production)
File Database Records Edit Grid Reports View Run Tools Window Help
Logout
User Sessions
Delete Connection String
Delete Coach Manager Connection String
Delete Images Connection String

Menu - Records

The Records menu provides all of the tools necessary to move around within the database to list records, find records and to scroll through records. All of the tools are present on the standard toolbar.

List - lists all records – can be used in conjunction with the Filter facility to list records from a specific point.

Find - enables a user to quickly search for a specific record by entering partial information. The Find facility will vary for each section and further details of its use can be found within each section.

New – to enter a New record

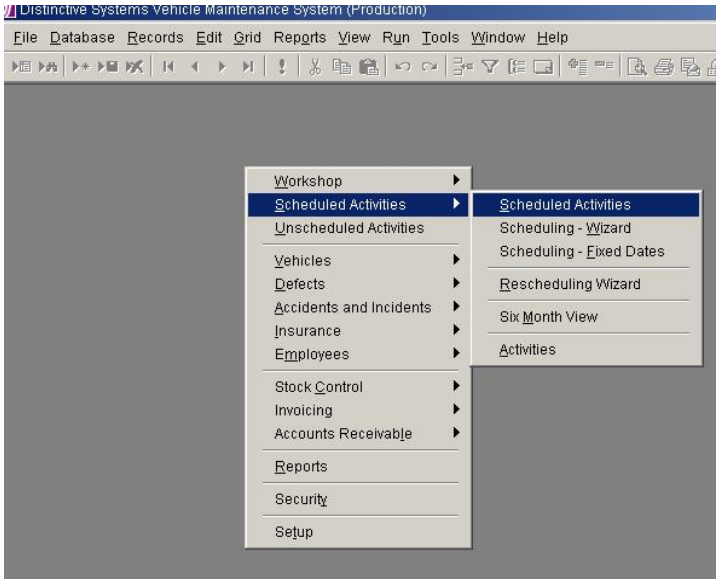
Save – the save record will not be available until the minimum amount of information has been entered.

First/Previous/Next/Last – Enables a user to browse through the records

Refresh Data – to refresh the display to take account of alterations made elsewhere within the system

Scheduled Activities

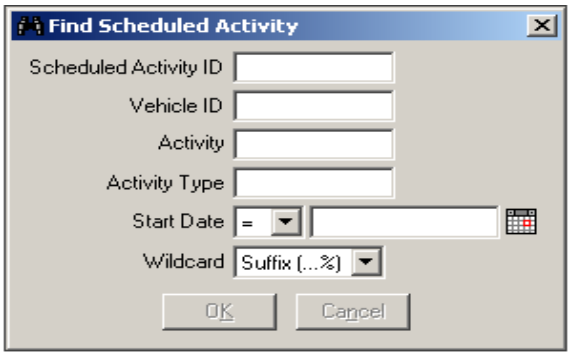
To open the *Scheduled Activities* menu, right-click on the mouse and select *Scheduled Activities*, then *Scheduled Activities*:



Find Scheduled Activity

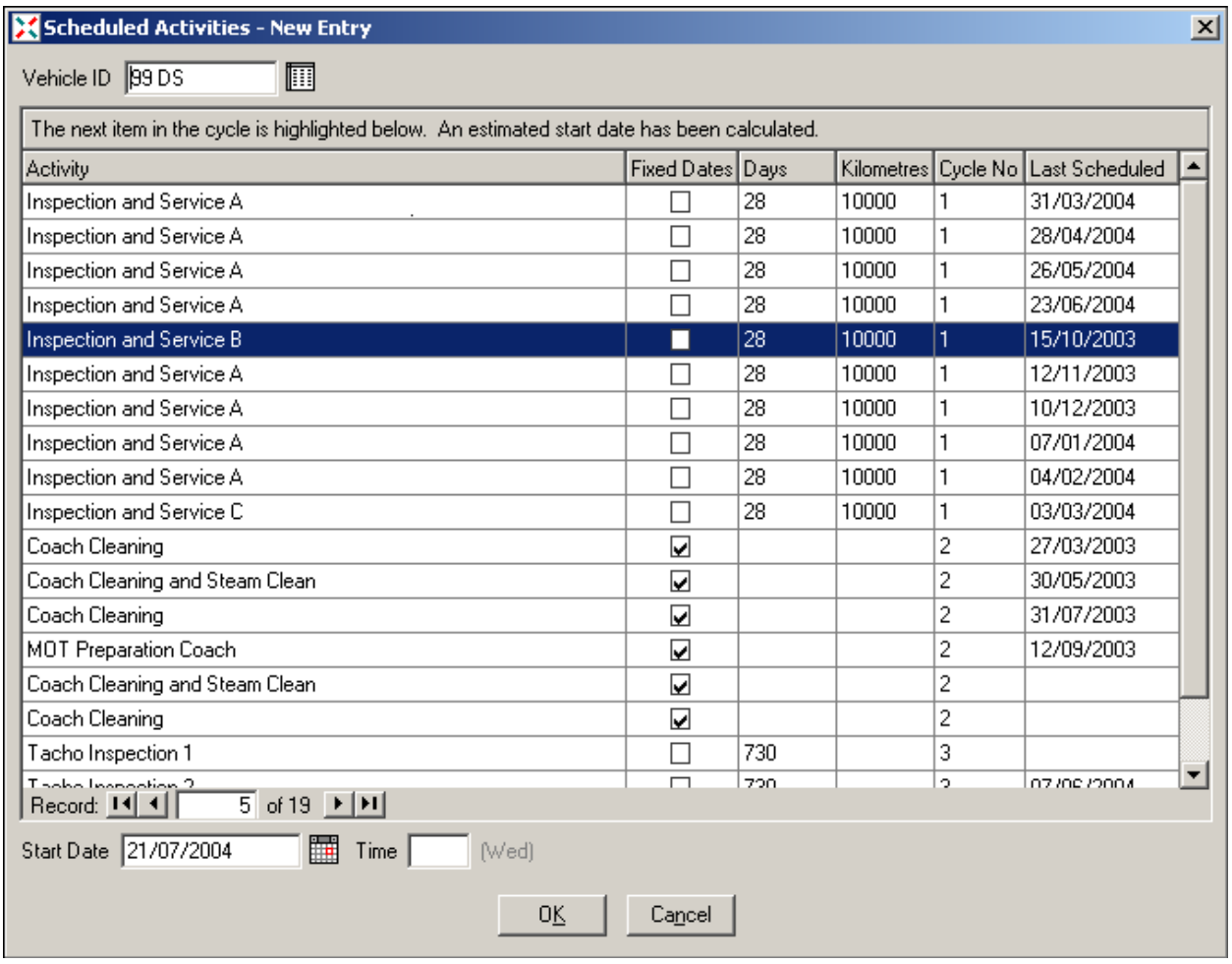
To locate a specific scheduled activity, use the *Find Record* icon on the standard toolbar. It is then possible to enter any of the following to locate the scheduled activity

- Scheduled Activity ID
- Vehicle ID
- Activity
- Activity Type
- Start Date (equal to, greater than or equal to, less than or equal to) the date entered

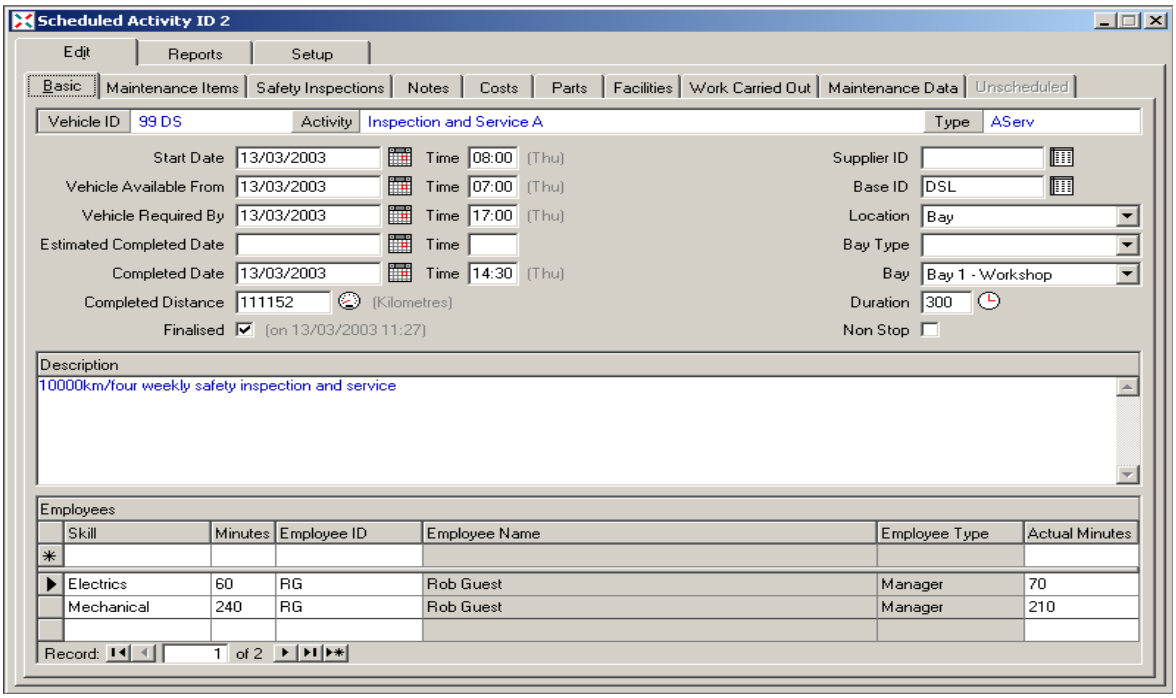


Scheduled Activities – Basic

To create a new Scheduled Activity manually, select the *New Record* icon. A grid will be shown to select the Vehicle ID required. Once selected, the Activity Cycle for that vehicle will be displayed.


Scheduled Activities - New Entry
Vehicle ID 99 DS
The next item in the cycle is highlighted below. An estimated start date has been calculated.
Activity | Fixed Dates | Days | Kilometres | Cycle No | Last Scheduled
Inspection and Service A | 28 | 10000 | 1 | 31/03/2004
Inspection and Service A | 28 | 10000 | 1 | 28/04/2004
Inspection and Service A | 28 | 10000 | 1 | 26/05/2004
Inspection and Service A | 28 | 10000 | 1 | 23/06/2004
Inspection and Service B | 28 | 10000 | 1 | 15/10/2003
Inspection and Service A | 28 | 10000 | 1 | 12/11/2003
Inspection and Service A | 28 | 10000 | 1 | 10/12/2003
Inspection and Service A | 28 | 10000 | 1 | 07/01/2004
Inspection and Service A | 28 | 10000 | 1 | 04/02/2004
Inspection and Service C | 28 | 10000 | 1 | 03/03/2004
Coach Cleaning | 2 | 27/03/2003
Coach Cleaning and Steam Clean | 2 | 30/05/2003
Coach Cleaning | 2 | 31/07/2003
MOT Preparation Coach | 2 | 12/09/2003
Coach Cleaning and Steam Clean | 2
Coach Cleaning | 2
Tacho Inspection 1 | 730 | 3
Record: 5 of 19
Start Date 21/07/2004
Time
(Wed)
OK
Cancel

- Select the line of the Activity that you would like to create.
- Type the Start Date in the appropriate box
- Type the Start Time
- Click OK



- **Vehicle ID** – the vehicle ID field will automatically be completed and cannot be edited
- **Activity** – the activity name will automatically be completed and cannot be edited
- **Start Date/Time** – the suggested start date will be shown but the time field will not be completed. It is possible to over ride the date and time
- **Completed Date/Time** – enter the date/time the activity was actually completed.
- **Completed Distance** – enter the hubodometer reading at the time of completion of the Activity.
- **By** – enter your Employee ID
- **Base ID** – enter the Base ID where the Activity is to be carried out
- **Duration** – The duration will automatically be completed from the details entered against an activity. It is possible to amend the duration if required
- **Description** – this field will display any information entered in the description field against the Activity. It is <u>not</u> possible to add information to this field from within Scheduled Activities
- **Skill** – Select the appropriate skill from the drop down menu
- **Minutes** – enter the total number of minutes you spent on the entire Activity
- **Employee ID** – entre your Employee ID
- **Actual Minutes** – enter the total number of minutes you spent on the entire Activity (should match the *Minutes* box) and press the enter key

Click on the *Save Record* icon

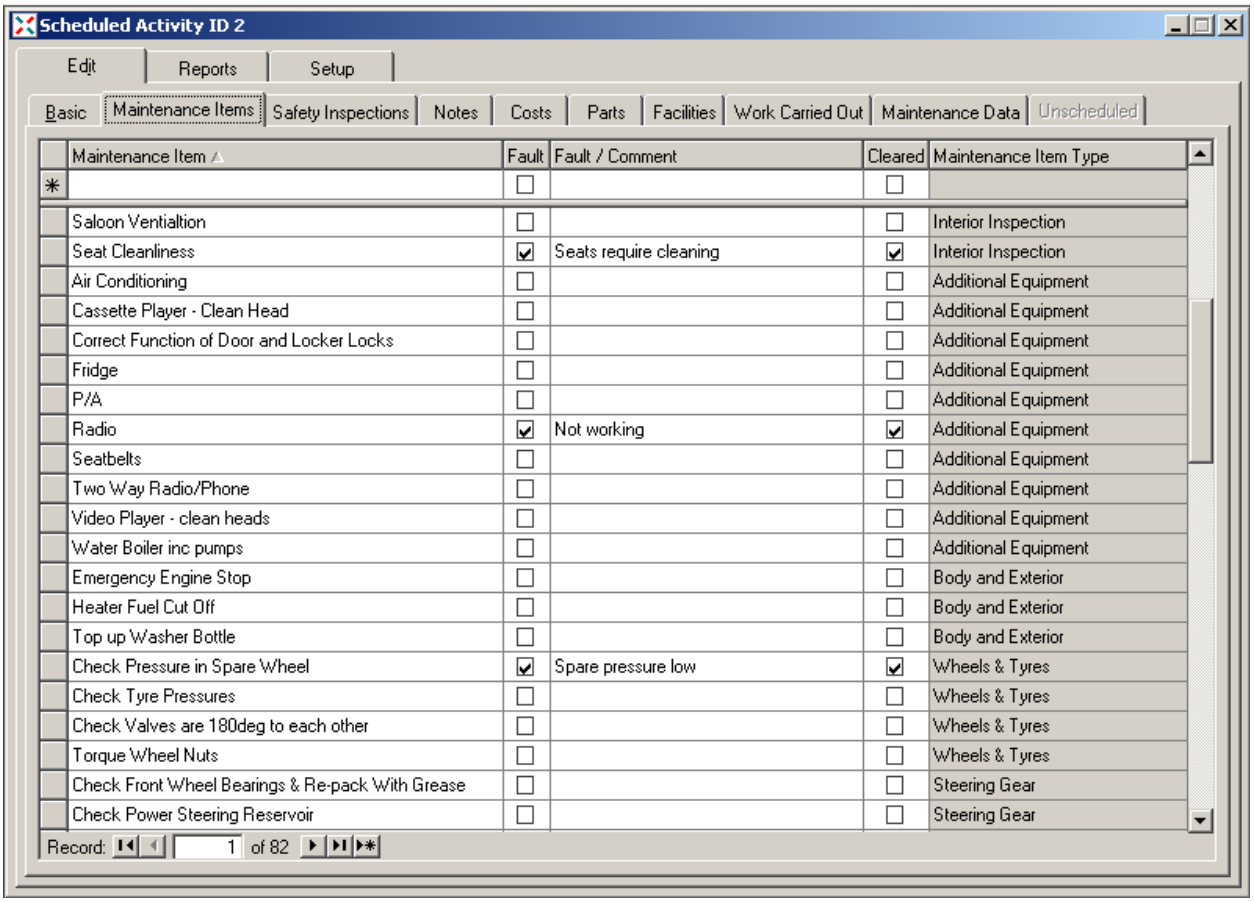
The Scheduled Activity ID (or work order #) will now be displayed on the top left hand corner.

Scheduled Activities - Maintenance Items

The Maintenance Items screen will display all the items pre set against the Activity. These Maintenance items will print out on a Job Card to be completed by the employee undertaking the activity.

To add additional Maintenance items – use the drop down menu and select the additional Maintenance items required or type the Maintenance Item code.

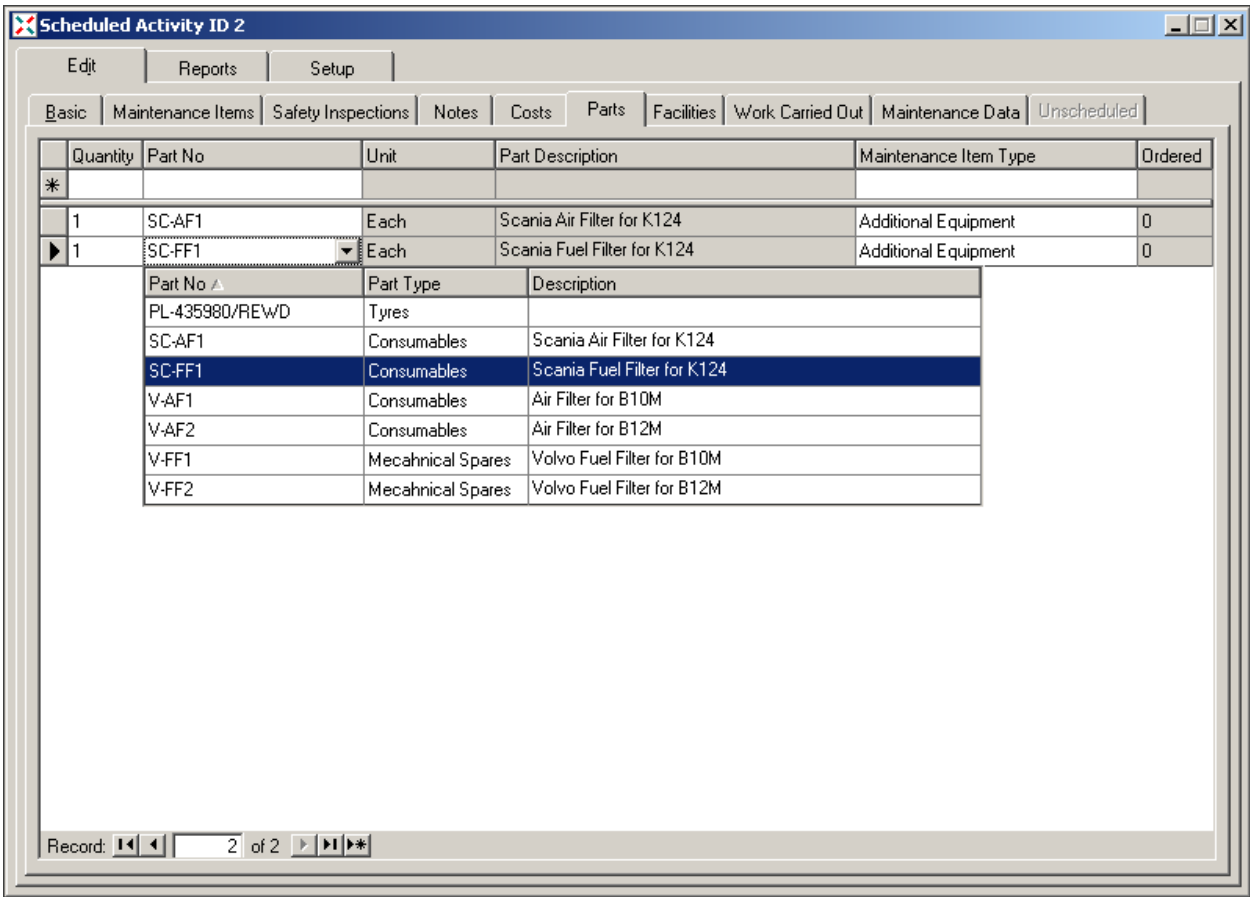
To delete a Maintenance item, left click on the grey box immediately to the left of the line to be removed. The entire line will be highlighted. Use the keyboard delete key to remove the entry.



- Check the **Fault** box next to any Maintenance Item that needs to be addressed.
- In the **Fault / Comment** box, provide further detail of what specifically needs to be addressed.

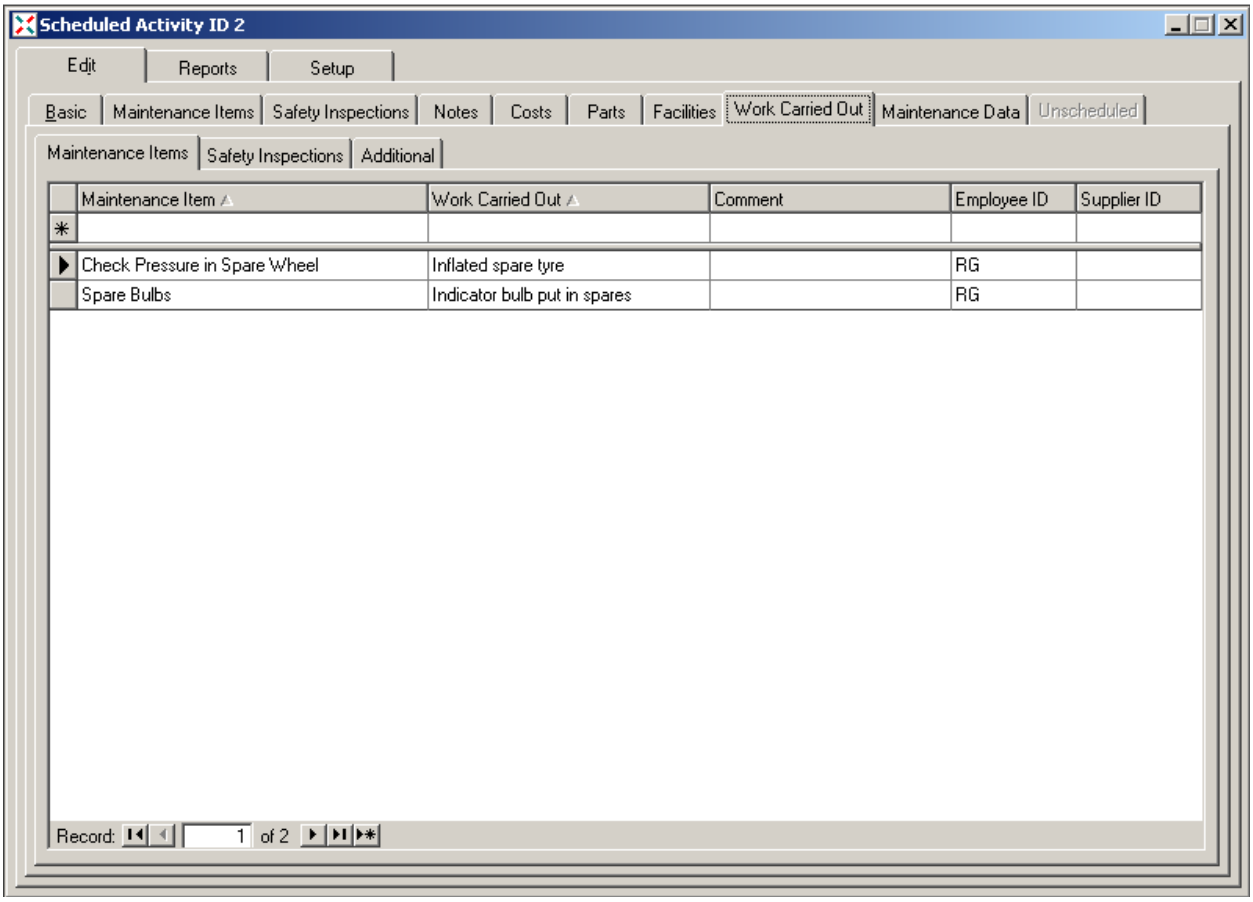
- Check the **Cleared** box if the item has been repaired or inspected.
- Press the enter key.

Scheduled Activities - Parts



- **Quantity** - Enter the quantity of the item required. This can be adjusted BUT once a quantity has been entered the item cannot be deleted from the parts section unless the quantity is changed to zero (press the delete key on your keyboard to remove the item).
- **Part Number** – Type the part number and press the enter key twice. The Unit, Part Description and Maintenance Item Type fields will automatically be completed.

Scheduled Activities - Work Carried Out

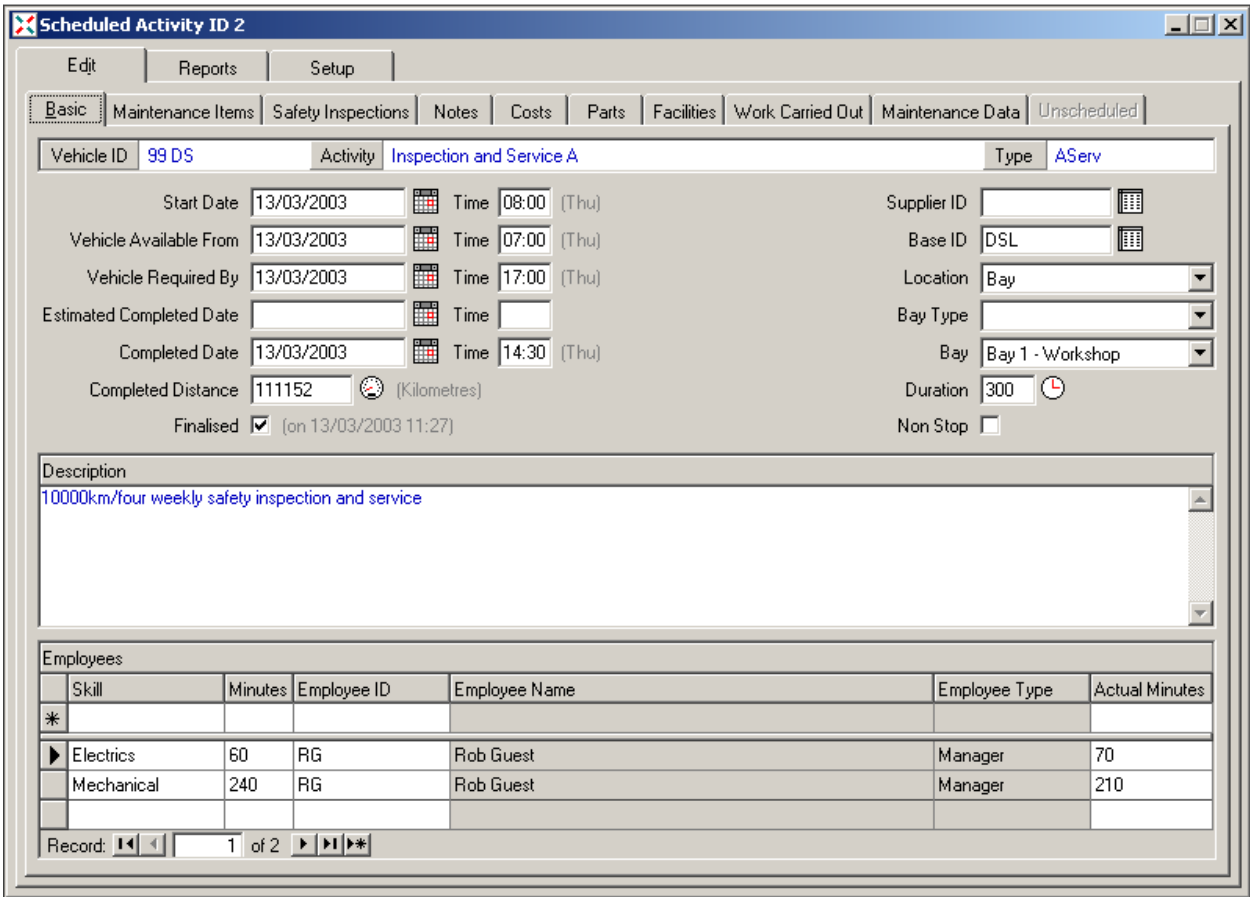


If a fault was checked in the Maintenance Items tab, details of any work carried out to rectify the problem should be recorded within this section.

- **Maintenance Item** - To record details of work carried out, use the drop down button to select a Maintenance item
- **Work Carried Out** – Type the specific repairs completed for that particular Maintenance Item.
- **Employee ID** – Type your Employee ID and press the enter key twice.

Scheduled Activities – Finalize Activity

- Click on the **Basic** Tab

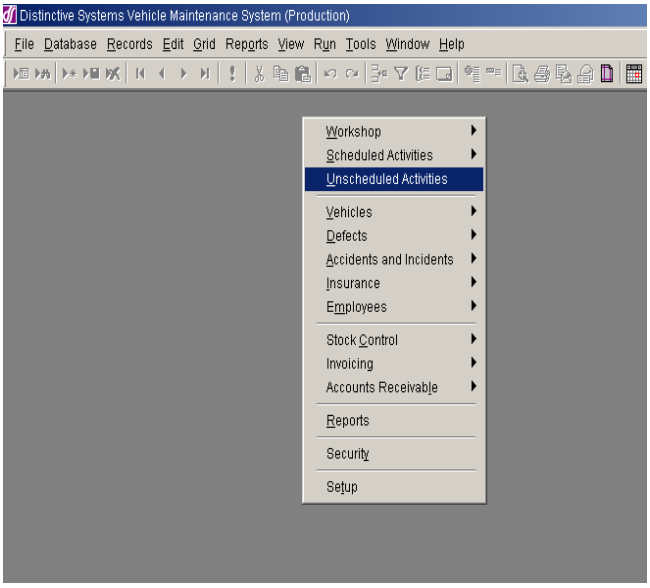


- Click on the box next to **Finalized**

Click on the *Save Record* icon

Unscheduled Activities

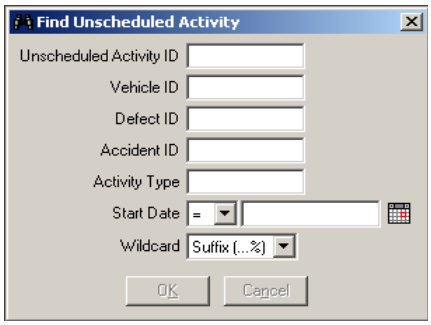
To open the *Unscheduled Activities* menu, right-click on the mouse and select *Unscheduled Activities*:



Find Unscheduled Activity

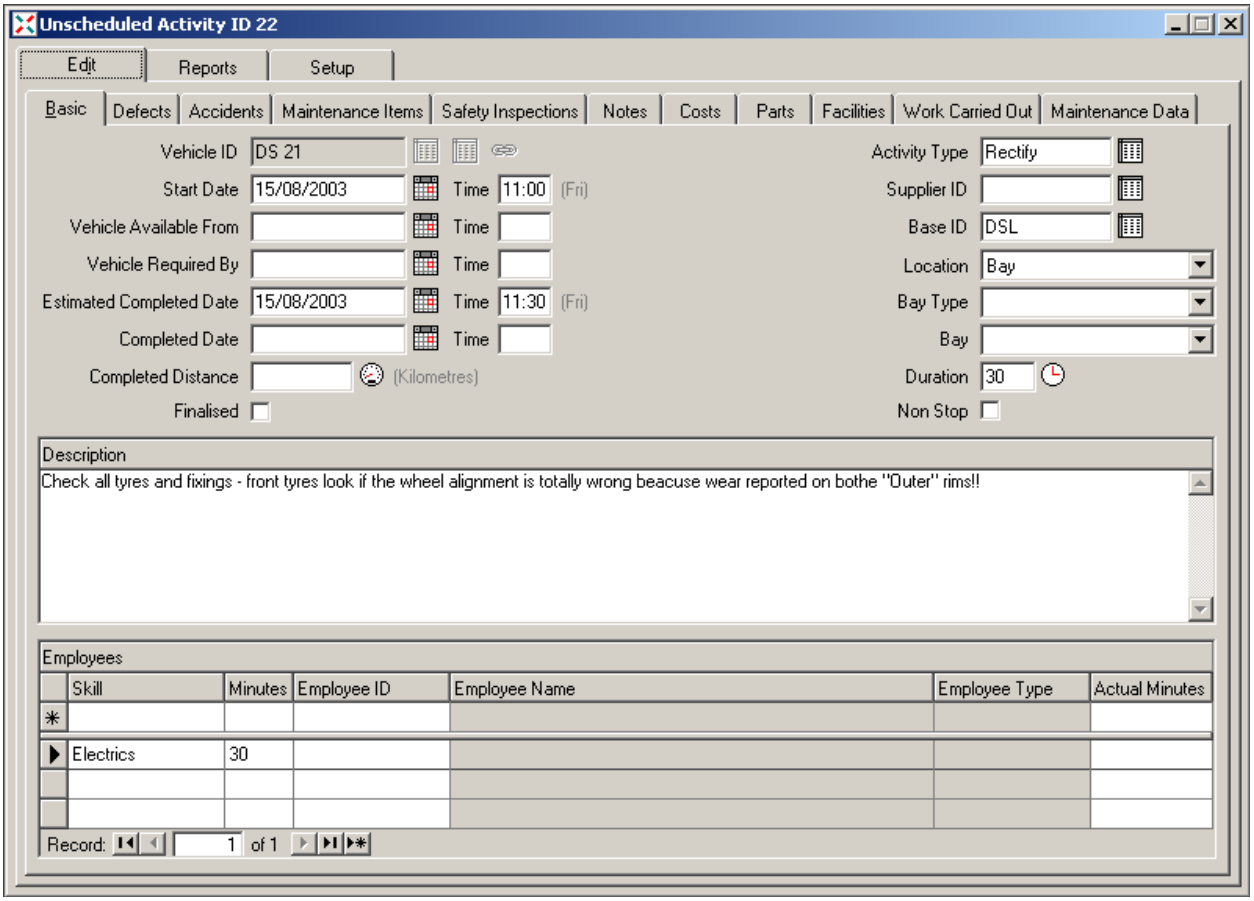
To locate a specific unscheduled activity, use the *Find Record* icon on the standard toolbar. It is then possible to enter any of the following to locate the scheduled activity

- Unscheduled Activity ID
- Vehicle ID
- Defect ID
- Accident ID
- Activity Type
- Start Date (equal to, greater than or equal to, less than or equal to) the date entered



Unscheduled Activities – Basic

To manually **create** a new unscheduled activity, select the New Record icon from the standard toolbar and enter the following information



- **Vehicle ID** – enter the vehicle ID.
- **Start Date** – enter the start date or use the pop up calendar to select the date.
- **Time** – enter a start time in 24 hr clock format.
- **Completed Date** – enter the completed date or use the pop up calendar to select the date.
- **Time** – enter a completed time in 24 hr clock format.
- **Completed Distance** – enter the hubodometer reading at the time of completion of the Activity. **By** – enter your Employee ID
- **Activity Type** – select an activity type from the pop up list options.
- **Base ID** – enter the Base ID where the Activity is to be carried out.
- **Duration** – enter the duration of the unscheduled activity in minutes. A duration calculator is provided to convert hours and minutes to a ‘minutes’ value.
- **Description** – enter a description of the unscheduled activity.
- **Skill** – Select the appropriate skill from the drop down menu

- **Minutes** – enter the total number of minutes you spent on the entire Activity
- **Employee ID** – entre your Employee ID
- **Actual Minutes** – enter the total number of minutes you spent on the entire Activity (should match the *Minutes* box) and press the enter key

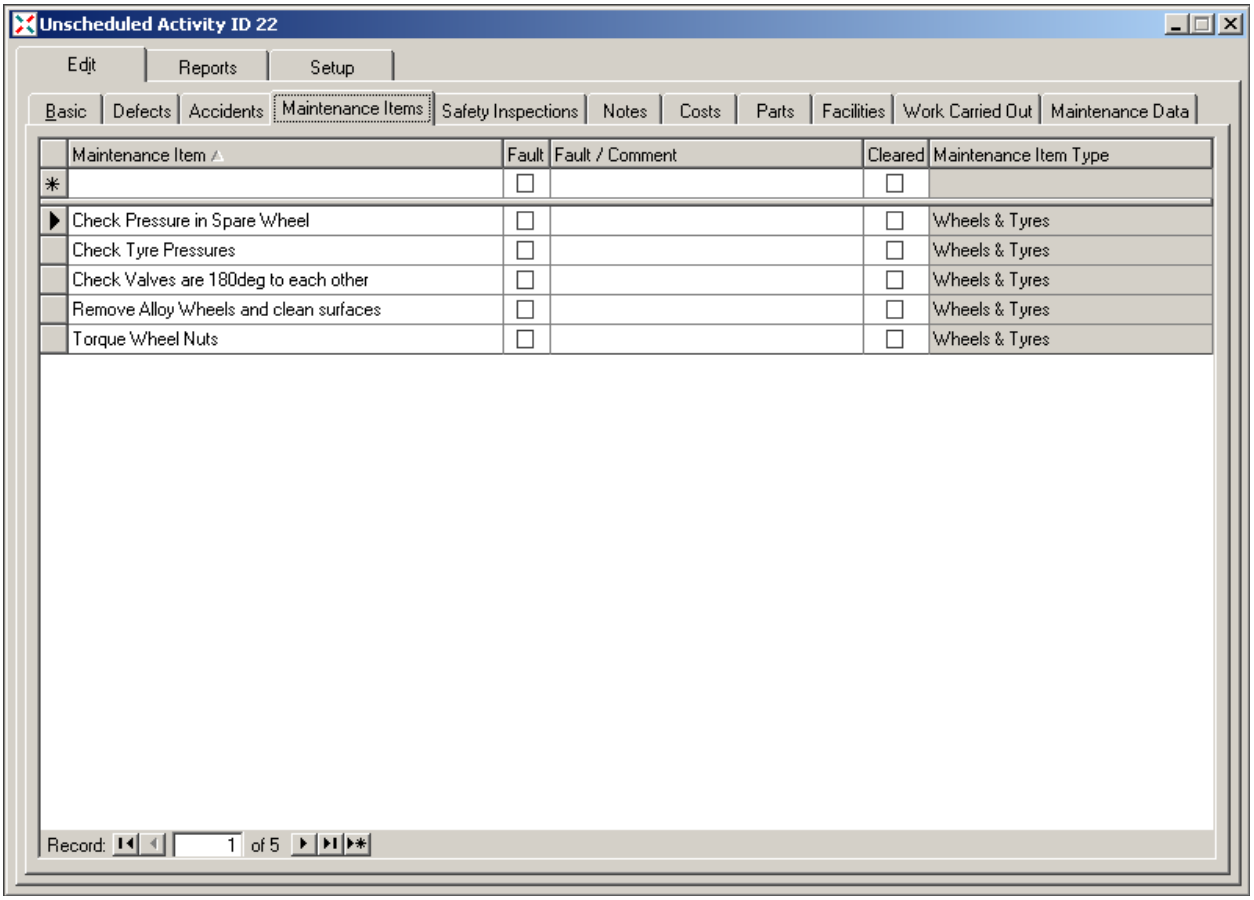
Click on the *Save Record* icon

The Unscheduled Activity ID (or work order #) will now be displayed on the top left hand corner.

Unscheduled Activities - Maintenance Items

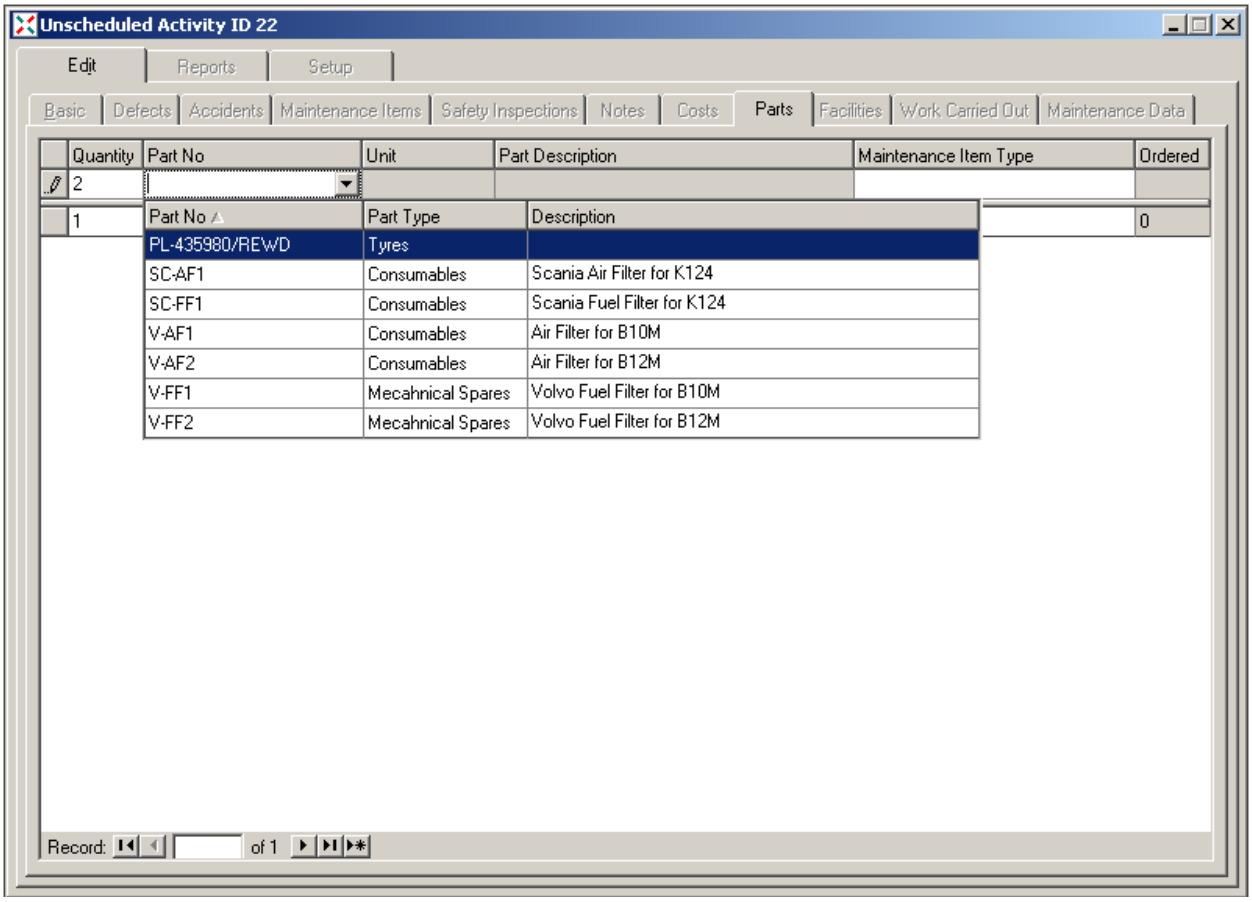
To add additional Maintenance items – use the drop down menu and select the additional Maintenance items required.

To delete a Maintenance item, left click on the grey box immediately to the left of the line to be removed. The entire line will be highlighted. Use the keyboard delete key to remove the entry.



- Check the **Fault** box next to any Maintenance Item that needs to be addressed.
- In the **Fault / Comment** box, provide further detail of what specifically needs to be addressed.
- Check the **Cleared** box if the item has been repaired or inspected.
- Press the enter key.

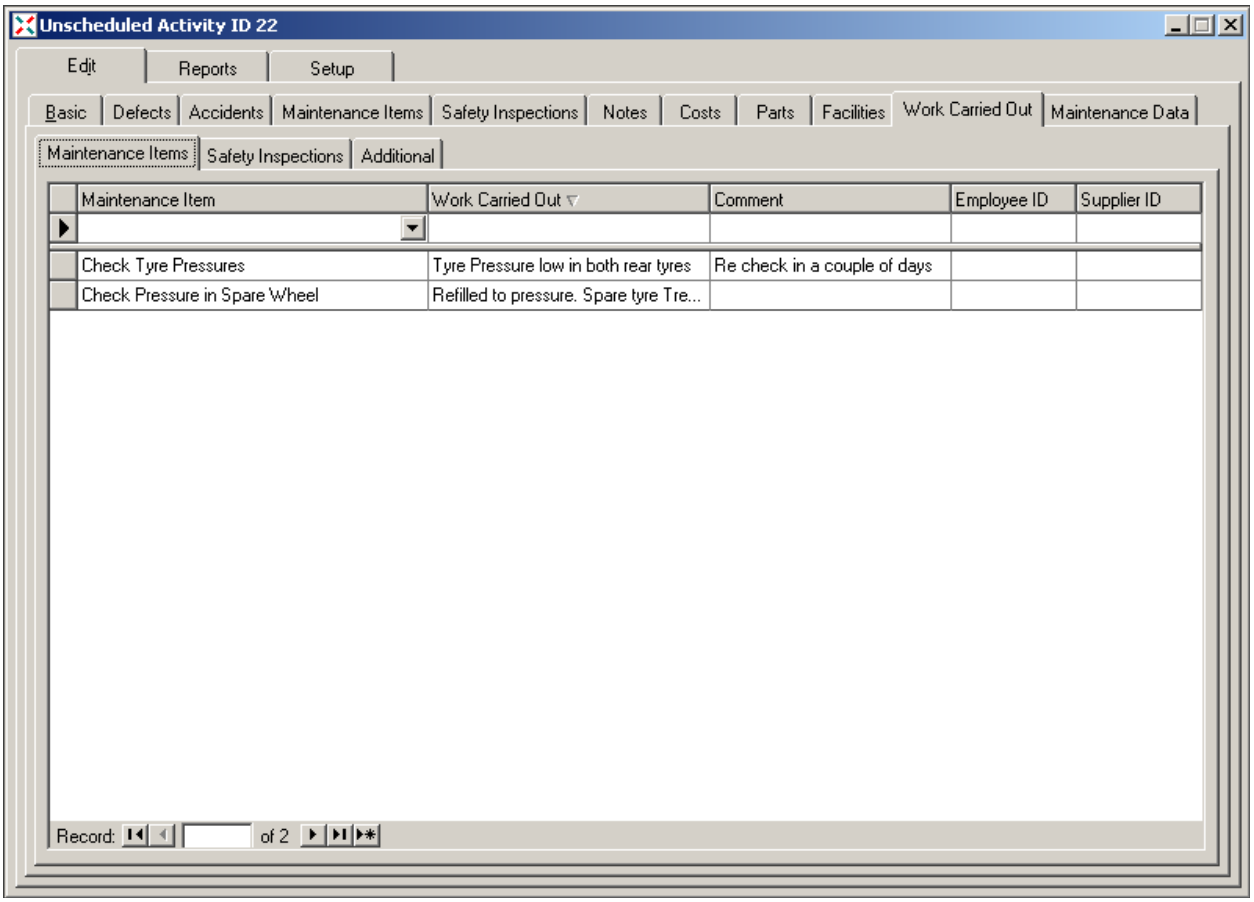
Unscheduled Activities – Parts



- **Quantity** - Enter the quantity of the item required. This can be adjusted BUT once a quantity has been entered the item cannot be deleted from the parts section unless the quantity is changed to zero (press the delete key on your keyboard to remove the item).

- **Part Number** – Type the part number and press the enter key twice. The Unit, Part Description and Maintenance Item Type fields will automatically be completed.

Unscheduled Activities - Work Carried Out



If a fault was checked in the Maintenance Items tab, details of any work carried out to rectify the problem should be recorded within this section.

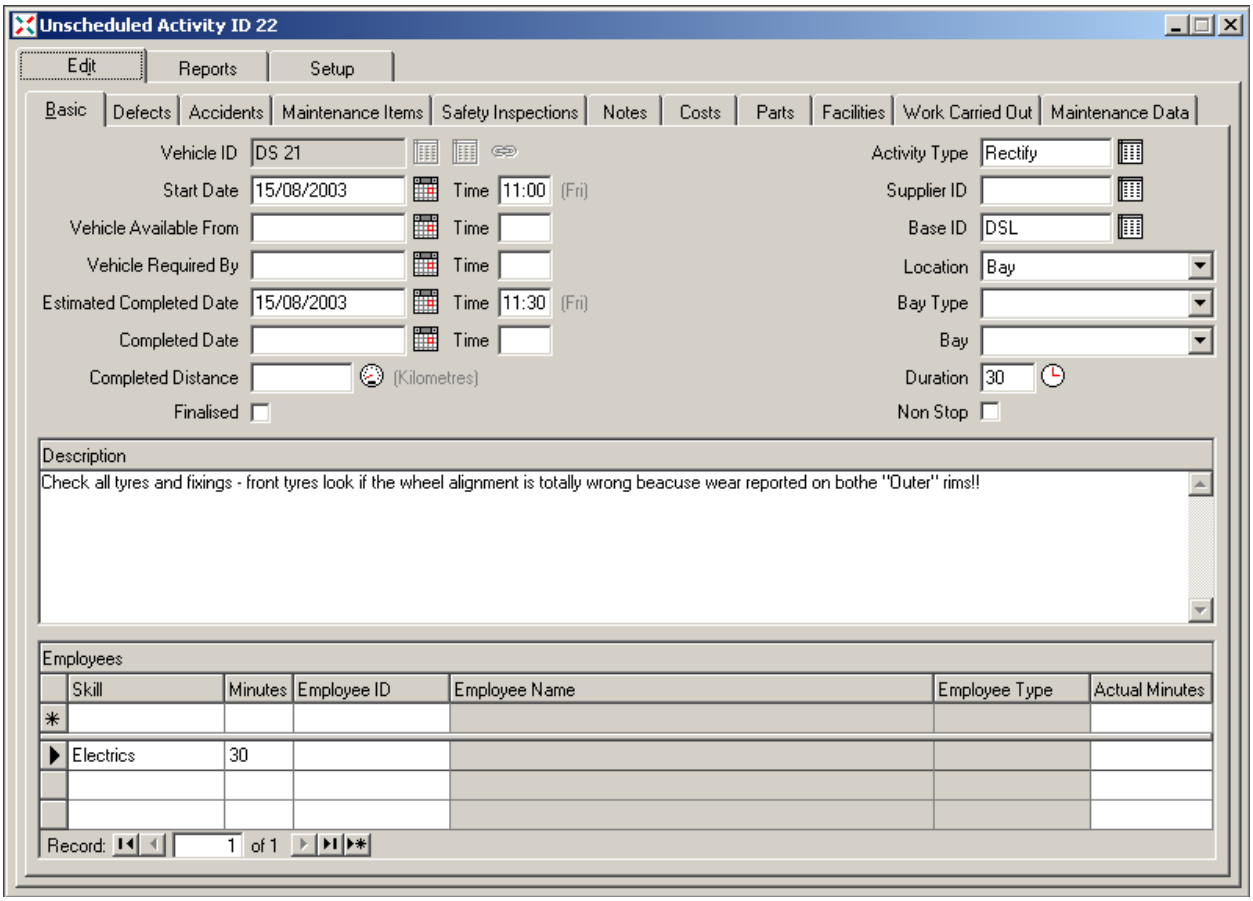
- **Maintenance Item** - To record details of work carried out, use the drop down button to select a Maintenance item

- **Work Carried Out** – Type the specific repairs completed for that particular Maintenance Item.

- **Employee ID** – Type your Employee ID and press the enter key twice.

Unscheduled Activities – Finalize Activity

- Click on the **Basic** Tab

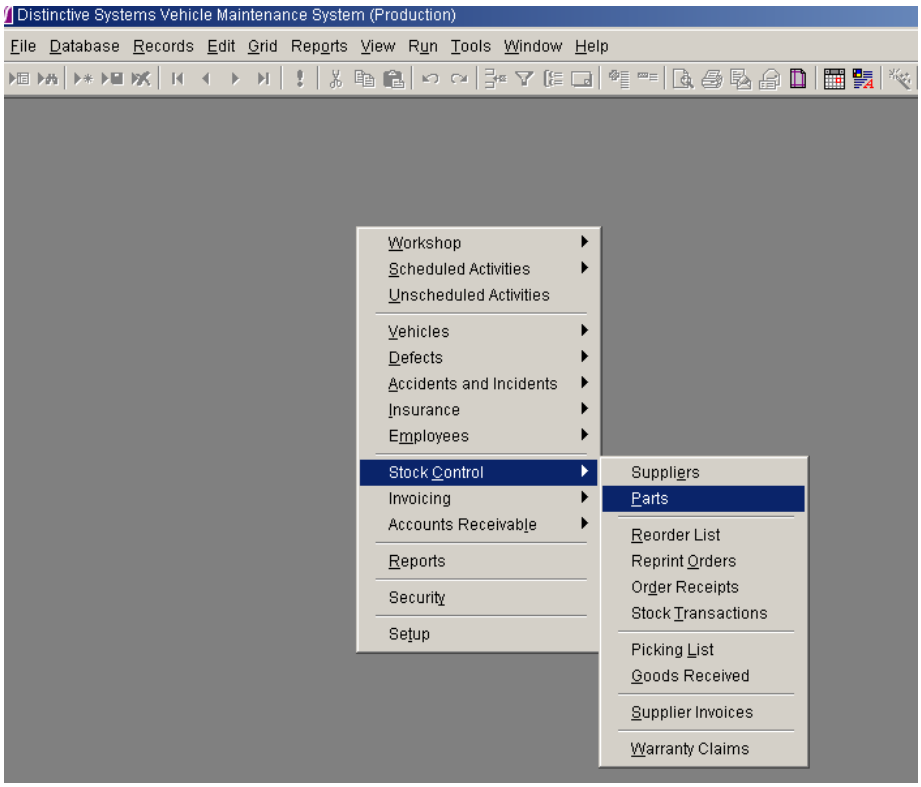


- Click on the box next to **Finalized**

Click on the *Save Record* icon

Parts

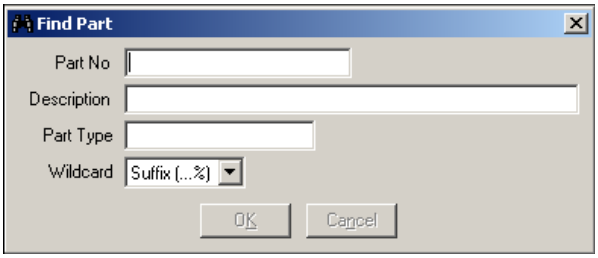
To open the *Parts* menu, right-click on the mouse and select *Stock Control*, then *Parts*:



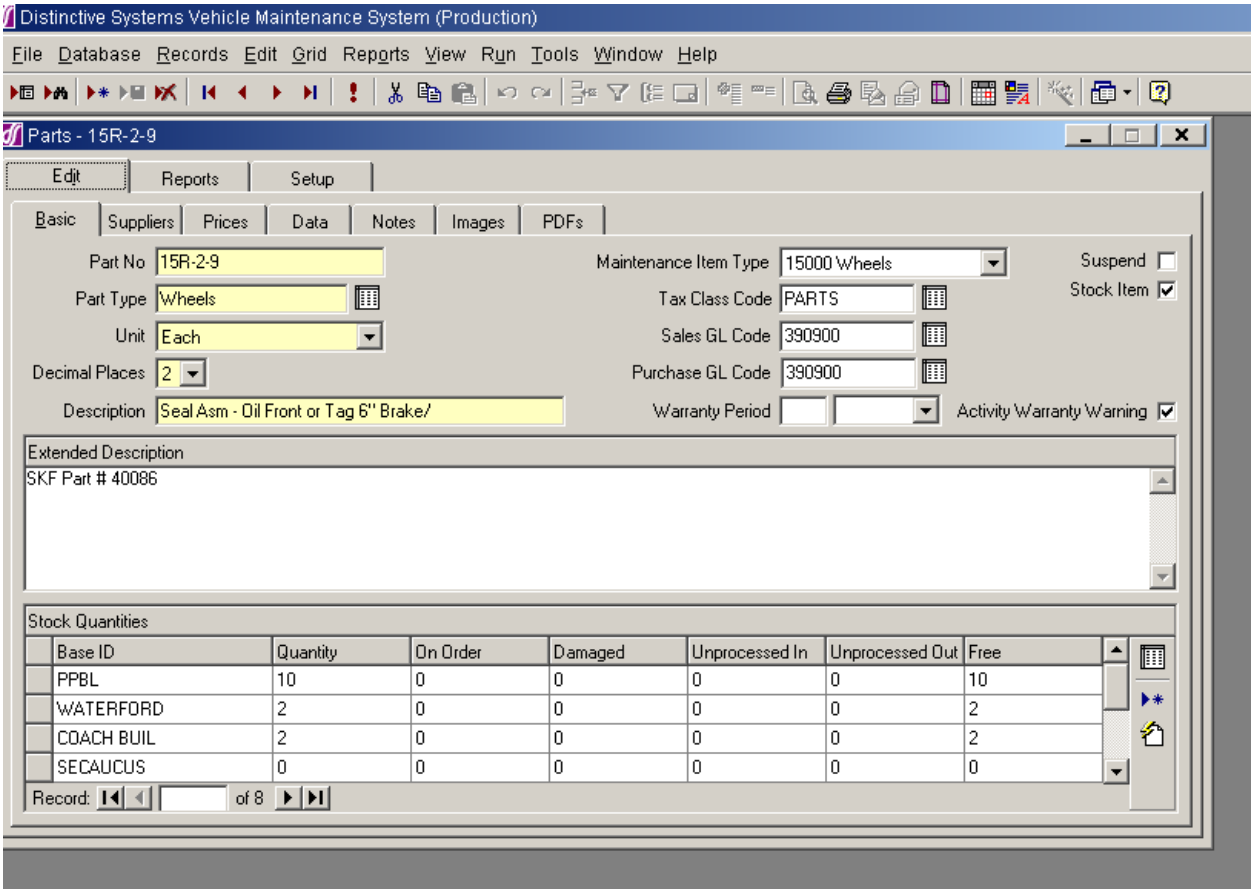
Find Part

To locate a specific part, use the *Find Record* icon on the standard toolbar. It is then possible to enter any of the following to locate the part

- Part Number
- Description
- Part Type

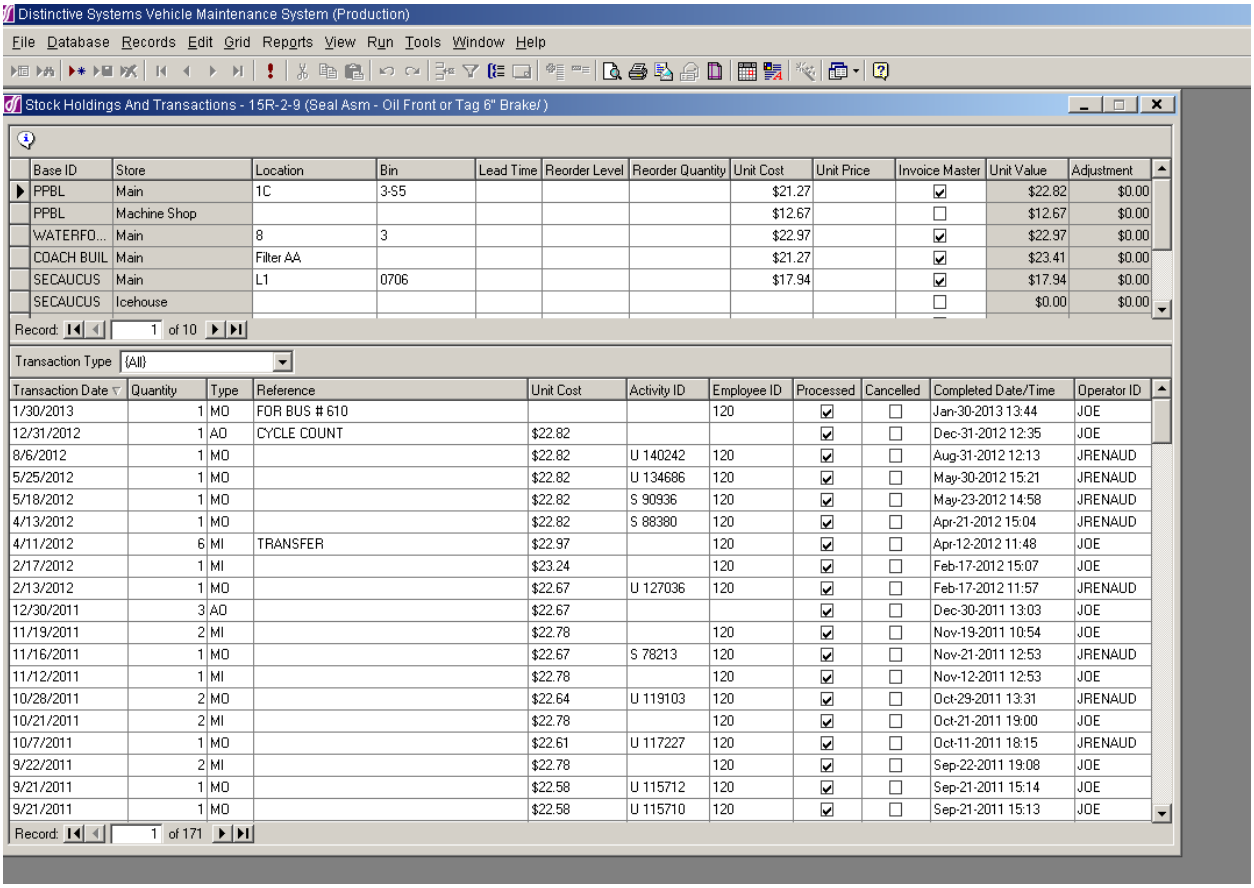


Parts – Basic



- The Stock Quantities at each base will be displayed under the **Quantity** column.

To view the bin location for the specific part, please click on the **List Stock Holdings and Transactions** icon:


Distinctive Systems Vehicle Maintenance System (Production)
File Database Records Edit Grid Reports View Run Tools Window Help
Stock Holdings And Transactions - 15R-2-9 (Seal Asm - Oil Front or Tag 6" Brake/)
Base ID | Store | Location | Bin | Lead Time | Reorder Level | Reorder Quantity | Unit Cost | Unit Price | Invoice Master | Unit Value | Adjustment
PPBL | Main | 1C | 3-S5 | $21.27 | $22.82 | $0.00
PPBL | Machine Shop | $12.67 | $12.67 | $0.00
WATERFO... | Main | 8 | 3 | $22.97 | $22.97 | $0.00
COACH BUIL | Main | Filter AA | $21.27 | $23.41 | $0.00
SECAUCUS | Main | L1 | 0706 | $17.94 | $17.94 | $0.00
SECAUCUS | Icehouse | $0.00 | $0.00
Record: 1 of 10
Transaction Type (All)
Transaction Date | Quantity | Type | Reference | Unit Cost | Activity ID | Employee ID | Processed | Cancelled | Completed Date/Time | Operator ID
1/30/2013 | 1 | MO | FOR BUS # 610 | 120 | Jan-30-2013 13:44 | JOE
12/31/2012 | 1 | AO | CYCLE COUNT | $22.82 | 120 | Dec-31-2012 12:35 | JOE
8/6/2012 | 1 | MO | $22.82 | U 140242 | 120 | Aug-31-2012 12:13 | JRENAUD
5/25/2012 | 1 | MO | $22.82 | U 134686 | 120 | May-30-2012 15:21 | JRENAUD
5/18/2012 | 1 | MO | $22.82 | S 90936 | 120 | May-23-2012 14:58 | JRENAUD
4/13/2012 | 1 | MO | $22.82 | S 88380 | 120 | Apr-21-2012 15:04 | JRENAUD
4/11/2012 | 6 | MI | TRANSFER | $22.97 | 120 | Apr-12-2012 11:48 | JOE
2/17/2012 | 1 | MI | $23.24 | 120 | Feb-17-2012 15:07 | JOE
2/13/2012 | 1 | MO | $22.67 | U 127036 | 120 | Feb-17-2012 11:57 | JRENAUD
12/30/2011 | 3 | AO | $22.67 | 120 | Dec-30-2011 13:03 | JOE
11/19/2011 | 2 | MI | $22.78 | 120 | Nov-19-2011 10:54 | JOE
11/16/2011 | 1 | MO | $22.67 | S 78213 | 120 | Nov-21-2011 12:53 | JRENAUD
11/12/2011 | 1 | MI | $22.78 | 120 | Nov-12-2011 12:53 | JOE
10/28/2011 | 2 | MO | $22.64 | U 119103 | 120 | Oct-29-2011 13:31 | JRENAUD
10/21/2011 | 2 | MI | $22.78 | 120 | Oct-21-2011 19:00 | JOE
10/7/2011 | 1 | MO | $22.61 | U 117227 | 120 | Oct-11-2011 18:15 | JRENAUD
9/22/2011 | 2 | MI | $22.78 | 120 | Sep-22-2011 19:08 | JOE
9/21/2011 | 1 | MO | $22.58 | U 115712 | 120 | Sep-21-2011 15:14 | JOE
9/21/2011 | 1 | MO | $22.58 | U 115710 | 120 | Sep-21-2011 15:13 | JOE
Record: 1 of 171

LOGOUT

- **Click on *Database* then *Logout*:**